



December 1, 2023

Dear Mentor Teacher,

Thank you for being such an important part of our teacher education program. We appreciate all the work you do! This letter will provide an overview of the spring semester. Much of this information is also available in the "[Collaboration in Teacher Education](#)" handbook.

Of course, the University Supervisor who is assigned to your student teacher will remain another source of information when you have questions.

- KSU student teachers will adopt your full teaching schedule (unless there are special circumstances regarding your load) for at least seven weeks. Examples of special circumstances that would necessitate your keeping one class period would be: if you have an AP class you want to keep, or you have 4 different preps, and you think that's too much for your student teacher, or you just would like to keep teaching one class. It is expected that a full load in a high school would be at least 4 class periods with 2 different preparations for a minimum of 7 weeks. In block-scheduled schools the minimum requirement would be 2 class periods and 2 preparations for a minimum of 7 weeks.
- Expect at least six visits from a KSU supervisor. These should all be scheduled observations. There will be a mid-term evaluation and a final evaluation, and these may or may not be at the same time as an observation. Your student teacher's supervisor may want to make an extra visit to go over either the mid-term or final evaluation or both.
- Full time internship/student teaching begins Tuesday, January 16, 2024, and continues for 13 weeks of in-school time, meaning April 19, 2024, will be the last day. You'll notice that this is actually a 14-week period. This is because we are figuring that your school district will probably have a week-long spring break sometime during this period, and your student teacher should take the same spring break you do. Your student teacher should follow the same time schedule that you do during the school day, meaning, they should follow your contracted daily hours.
- Your student teacher may need to leave immediately after school once a week to make it to his or her Inquiry course on Kent campus that begins at 4:25 pm.

- Student teachers should accompany and assist you in all your teacher duties (study hall, hall duty, etc.), but should not (on a regular basis) assume full responsibility for these duties.
- This year, we will be expecting our student teachers to complete the "K-STEP," assessment. This will be very similar to the "5-to-10-day unit" assignment from the fall but will be shorter (3-5 days). As in the fall, the student teacher will need to video one of his/her lessons and will follow whatever rules and regulations your school district mandates.

Suggested Schedule for Student Teaching Experience

- Week 1 (January 16, 2024): The student teacher should take over the responsibilities for at least one class (or two or three classes of the same prep) this week. During this time, student teachers should be getting comfortable with the class, the curriculum, and the organizational issues such as attendance and classroom management. In addition, the student teacher should be observing the next class to be taken over and learning student names, the curriculum sequence and planning units for these classes.
- Week 2 (January 22, 2024): If the student teacher did not pick up two classes the first week, then he or she should pick up the second class (same prep) this week. He or she should also continue to observe and get ready to pick up the next class.
- Week 3 (January 29, 2024): The student teacher should pick up additional classes (same or different prep). Depending on how smoothly the transition is going, add the remaining classes this week or wait until week four.
- Week 4 (February 5, 2024): The student teacher should have a full load of the mentor's class responsibilities (with possible exceptions listed above) by the end of this week and maintain these classes until a logical time during weeks 12 and 13 when the cooperating teacher can begin to take classes back.
- Week 5 or 6 (February 12 or February 19, 2023) Mid-term conference
- Spring Break (if applicable): The student teacher should take whatever spring break your district has (if any), **not Kent State's spring break.**
- Week 11: If you haven't already discussed it, in collaboration with the University supervisor and your student teacher, identify possible logical places over the remaining two weeks (weeks 12 and 13) for him/her to return the responsibilities of teaching the classes back to you and when to have the final meeting with the supervisor.

- Please note that the KSU Career Exploration and Development Center's Teacher Employment Day is typically held in April. Potential employers arrange brief interviews with our KSU student teachers throughout this day.
- Week 14 (April 15, 2024). Final meeting of the triad (the university supervisor, the mentor, and the student teacher) may occur this week. The student teacher should finish grading work and turn back any last classes to you. The student teacher should complete all work (grades, reports, etc.) for classes they have taught by their final day of student teaching, April 19, 2024.

For further elaboration or questions please call the relevant faculty member below at 330.672.2580. For all other questions contact Renee Brown, Assistant Director of Clinical Experiences at rbrow156@kent.edu or 330-672-0541.

Thank you again for working with us to prepare the next generation of teachers!

Sincerely,



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ADED Program Coordinator

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